

# Minutes of the Veneta Park Board

## March 5, 2014

### Board Members

**Present:** Cathy Coulson-Keegan, Susanna Hedenstrom, Penny Lacky, Elmira Louie, Dennis Paronto, and Carol Petty, and Craig Soderberg

**Others:** Ric Ingham, City Administrator; Brittany Boothe, City Council Liaison; Kay Bork, Community Services Director and Darci Henneman, Assistant City Recorder

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Chair Craig Soderberg called the meeting to order at 4:33 p.m.

I. Public Comments  
None

II. Approve Minutes for February 5, 2014

Cathy said the minutes need to be corrected to reflect Our Daily Bread will not be handing out free cookie coupons to all the kids at the Easter Egg Hunt but are offering cookie coupons to put in some eggs. Also, she has yet to confirm with Lee Kelley that he is supplying seeds and planting pots at the hardware store. She said she will follow up with Mr. Kelley about the seeds and pots as well as the owner of the Dari Queen about the blizzard coupons.

Dennis motioned to approve the minutes to include the above clarification, Elmira seconded, all approved.

III. Event Planning

1. Earth Day Update (Carol Petty)

a. Approve Budget

Carol met with the Olivia and other committee members. She provided the Earth Day budget which included a request for payment to Zany Zoo of \$175 to be paid the day of the event. Carol also priced supplies for the bird feeders. Everyone will look for pine cones.

Carol said Olivia will place an advertisement in the Fern Ridge Review. She said Kay made the posters and asked for volunteers to distribute the posters through the community.

Cathy said she will takes posters to Ray's.

Ric said he will take a poster to the post office, Key Bank, Siuslaw Bank, and Our Daily Bread.

Carol will put one up at Curves.

Craig will take posters to the Library, Lane Fire Authority and The Farm Store.

Darci will send the information to Lane Fire Authority for the reader board.

In response to a question from Carol, Penny said she can hand out pine cone feeders from the Park Board booth.

Carol said she is hosting a pine cone bird feeder making event at 4:00 p.m. at her home on April 9<sup>th</sup>. She provided her address and directions. She asked everyone to attend. Carol said if there's enough pine cone feeders, she will hand some out for the 5<sup>th</sup> graders.

Carol said the Garden Club will do the planting at their booth. Carol bought pumpkin, sun flower and pea seeds but she still needs to purchase the potting soil.

In response to a question from Carol, Kyle said the buckets or pails are stored at the public works yard.

No one knows where the big tubs are but Carol said she had a large container to put the potting soil in.

Carol said she can't attend the 2:30 meeting with the school on March 10<sup>th</sup> and April 7<sup>th</sup>.

Craig suggested a subcommittee be appointed to work through the details and report to the Park Board.

Kay said she can attend the school meeting if needed.

Craig said it sounds like there's still many details to work through. Penny will be there for the event and Kay can assist with the event. He said Carol is doing a great job.

Ric said a list of items needed from the public works department should be completed and given to Kyle a week prior to the event so Kyle can deliver the items to the event. (The banner, pails, tubs, etc.) Ric suggested Carol bring that completed list to the April 2<sup>nd</sup> park Board meeting to give to Kyle. Kyle said he will deliver the items on the day of the event.

Carol said the school will be setting up the tables.

Dennis said he can assist with the event for part of the time.

Carol said set up will only be 30 minutes. So they need to work quickly.

Cathy said she will provide the library with information about the Easter Egg Hunt and Earth Day to be included in the library newsletter.

Penny motioned to approve the Earth Day budget, Cathy seconded, all approved.

## 2. Easter Egg Hunt Update (Dennis Paronto)

Dennis said National Wildlife Federation donated 400 Ranger Rick magazines for Hunters aged 7 and up and 200 Junior Ranger magazines for the Hunters under the age of seven.

Cathy said two other foundations paid for the postage.

He said Kay and Cathy made a new poster and he passed it around for everyone to see.

Dennis said BiMart has received 6,000 eggs which he will pick up on Friday. He said the next subcommittee meeting is Wednesday, March 12<sup>th</sup>, at 4:00 p.m. City Hall. He said he

would like to have two subcommittee meetings in March and possibly not have a meeting in April. However, the second meeting has not been scheduled.

Cathy cannot make the March 12<sup>th</sup> meeting.

Dennis said an entire church congregation has volunteered to assist the day of the Hunt. He said he needs to talk with Dan from the Boy Scout Troop to determine if the balloons will be helium balloons or balloon bunnies. He said the egg stuffing is scheduled for Saturday, April 12<sup>th</sup>, from 10:00 a.m. to 11:00 (at the latest) at the community center. He said it goes very fast. The hunt is the 19<sup>th</sup> of April.

### 3. Tree Planting Location Sites (Kay Bork)

Kay said she was going to bring back the sites looked at a year or so ago for tree planting but after she and Ric met they came up with an idea and at the same time the City was approached by an arborist. So instead of looking at city sites, they thought it may be a better strategy to look at tree replacements in City parks. She said each park would be reviewed by the arborist to help inventory and evaluate the trees and determine a long term strategy for planting and replacement. She said this would meet the Park Board's role as the Tree Board as an advisory board to the City. She said we could do this long term but plantings could fulfill the Tree boards planting events.

Craig said this is a great idea. He suggested focusing on one park this first year and have a tree planting annually. He said we have the arborist signify what kind of tree to plant or we may get tree donations that could be planting.

Kay said she will bring back a rough plan that she started for herself to figure out what the work plan would look like. She said the arborist could inventory and evaluate the existing trees in parks and determine what their purpose is and then prioritize trees to be replaced or planted and then make a schedule and an event date to use as a template for the next year or two.

It was the consensus of the Park Board to direct Kay to move forward with contacting the arborist.

Kay said she would contact the arborist. She said he's brand new to the community and wants to get involved. She said she also heard from Marie today that Sperry Tree Care mentioned they would like to conduct an educational outreach to the community on tree maintenance. Kay will look into that as well.

Craig said as a follow up, he said years ago the Park board handed out some tree maintenance and pruning brochures. He said that might be a good thing for the arborist to do is create a brochure or flyer and that could be handed out at park board events.

Kay said she has come across some materials like that from the Oregon Dept. of Forestry. She will see what she can find.

### 4. Summer Pool Event Discussion

Ric said Stacy, Kyle and Chris have initiated the hiring process for lifeguards. He said the YMCA training begins April 1<sup>st</sup>. Stacy is asking if the Park Board is interested in helping her with the June 20<sup>th</sup> Summer Solstice and the August 1<sup>st</sup> pool party and family event. He said Stacy will attend the May 7<sup>th</sup> and June 4<sup>th</sup> Park Board meetings and after the meeting she plans to meet with the subcommittee to get the ball rolling for those events.

In response to a question from Craig, Ric said Summer Solstice is officially Saturday, June 21<sup>st</sup> but Stacy said Friday evening events are better attended. Ric said Stacy pretty much has the teen night event(s) covered but she really could use the assistance for the two events mentioned.

Craig, Penny, Cathy, and Dennis can stay after those two meetings to meet with Stacy.

#### V. New Business

1. Positions Expiring March 31, 2014:
  - a. Cathy Coulson-Keegan, position 2
  - b. Craig Soderberg, position 3
  - c. Susanna Hedenstrom, position 8
  - d. Elmira Louie, position 9

Cathy said Marietta O'Bryne will not be applying to the Park Board.

Ric said Mayor Larson will make the appointments at the March 24<sup>th</sup> Council meeting.

Darci said Josie Hedenstrom submitted an application for the student representative position that Susanna is vacating. Also, Elmira, Craig, and Cathy have all submitted applications for their positions.

In response to a question from Penney, Ric said we still have two openings and one application has been submitted for the non-resident position.

Penny asked if new Park Board shirts could be ordered.

Ric said we chose to use a local supplier.

Dennis said the supplier had many choices and if Penny would like, they can meet with Cathleen to look through her catalogs.

Ric said the Council wanted to pass on a thank you for the annual report. Ric said Kay will slowly take over as the City contact to the Park Board. He said he will not be attending the April or May Park Board meetings.

#### VI. Next Meeting – April 2, 2014

Penny motioned to adjourn the meeting, Cathy seconded, all approved. The Veneta Park Board adjourned at 5:21 p.m.